



REP300-PO Purchasing Reports



Table of Contents

Course Overvi	ew3
POPO 005	PO Dispatch/Print4
POPO 009	PO Activity Report6
PORC 700	Receipt Accrual Report8
POROL 001	Open Purchase Order Report
POROL 002	PO Rollover Report
PORQ 009	Close Requisition Report
POS 8002	Requisition Budgetary Activity Report
POY 1100	Req to PO Cross-Reference Report
POY 4011	PO Listing by Vendor
POY 4100	PO to Requisition Cross-Reference
POY 5001	Receiver Summary Report
POY 8000	Cardholder Information Report
POY 8010	A Variety of P-Card Reports can be initiated from this Run Control
POY 8052	Purchase Summary by Employee
Course Summ	ary32



REP300-PO Purchasing Reports

Course Overview

The REP300-PO course covers the delivered GEARS reports that are expected to be the most useful to manage purchasing activity at the Judiciary. The course includes an explanation of the report and how it is used, the navigation to the report in GEARS, the Run Control record that is used to initiate the report as well as a sample of the output the report will produce.

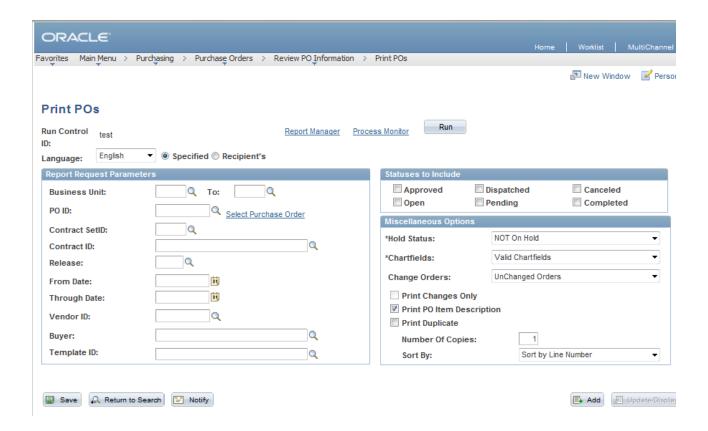


POPO 005 PO Dispatch/Print

Explanation: This job prints a hard copy of the purchase order. This copy can be used to fax a copy of the order to the vendor. There should be

no reason to print a copy to file because the system will retain an electronic copy.

Navigation: Purchasing / Purchase Orders / Review PO Information / Print POs





Sample Report Output:

Purchase Order

US001 NEW YORK OPERATIONS 144 North Street New York NY 10168

United States

Vendor: SCM0000001 BIKE SHOP 123 MAIN ST. ANY TOWN CA 95120

Dispatch via Print Purchase Order Revision Date Page US001-SKATE27 03/10/2005 Payment Terms Ship Via Freight Terms Net 30 Destination Common Buyer Phone Currency Kenneth Schumacher 555-555-5555

Ship To: 144 North Street New York NY 10168

United States

Bill To: 144 North Street

New York NY 10168

United States

Tax Exem		Tax Exempt ID:		ent Option: Standard			
Line-Sch	Item/Desc	ription	Mfg ID	Quantity UOM	PO Price	Extended Amt	Due Date
1- 1	TEST1			1.00EA	56.00 FRGTPR	56.00 7.19	03/15/2005
				SUT Code: (8.62)	50%)	4.83	
				Schedule Total		68.02	
				Item Total		68.02	
2- 1	TEST2			2.00EA	FRGTPR	6.30 0.81	03/15/2005
				SUT Code: (8.62)	50%)	0.54	
				Schedule Total		7.65	
				Item Total		7.65	
				Total PO Amount	:	75.67	



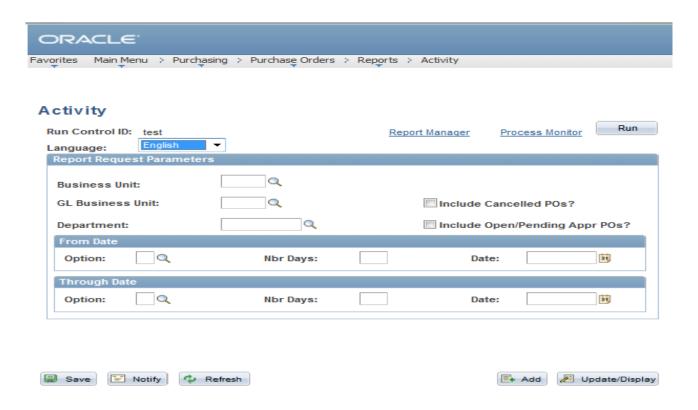
POPO 009 PO Activity Report

Explanation: This job prints a hard copy of the purchase order for an entire Business Unit or Department. The report does not have the

capability to print the PO Activity for a single PO.

Lists purchase order activity for the purchasing business unit, GL business unit, department, and dates that you select. Reviewing this report enables you to perform comparisons and resolve discrepancies proactively.

Navigation: Purchasing / Purchase Orders / Reports / Activity





Sample Report Output:

PeopleSoft Financials PURCHASE ORDER ACTIVITY REPORT

Report ID: POPO009				NOER ACTIVITY REPO				Page 93 of Run Date 01 Run Time 11	/12/2005
GL Business Unit : USOC	11US001 NEW YORK OPERATIONS 15US005 FLORIDA OPERATIONS 10Information Services			Inclu	eate Dates Included de Cancelled POs : de Open/Pending App:		N N		
Create Dt/	Vendor/	PO ID/	Category/	Mfg Item Id/	Item Id/				
Status Due Dt	Buyer	Line/Schd	Descr	Manufacturer	Descr	Order Oty	Price	UOM Extended Pric	e Curr
04/10/2003 04/26/2003	BIKE SHOP	0000000048	CYCLING		10006	200.00	20.00	EA 4,000.	.00 USD
Approved	VP1	1/1	Cycling Equipment	Bicycle Small Co	Supplex Shorts, Me:	n'a			
04/24/2003 05/04/2003	BIKE SHOP	0000000051	CYCLING	MFG0000001	10000	100.00	20.00	EA 2,000.	.00 USD
Dispatched	VP1	1/1	Cycling Equipment		Long Sleeve Biking				
04/24/2003 05/04/2003	BIKE SHOP	0000000052	CYCLING	MFG0000001	10000	100.00	20.00	EA 2,000.	.00 USD
Dispatched	VP1	1/1	Cycling Equipment	Bicycle Small Co	Long Sleeve Biking	_			
04/24/2003 05/04/2003		0000000053			10004	50.00	17.00	EA 850.	.00 USD
Dispatched 05/01/2003 05/11/2003	VP1	1/1	Cycling Equipment CYCLING	MFG0000001	Long Sleeve T-Shirt	t, womens	20.00		.00 USD
Dispatched	VP1	1/1	Cycling Equipment				20.00	EA 2,000.	00 050
05/01/2003 05/11/2003		0000000055		sicycle small co	Long Sleeve Biking 10002	25.00	15.00	PA 275	.00 USD
Dispatched	VP1	1/1	Cycling Equipment	Bicycle Small Co	Long Sleeve T-Shirt		13100	DA 3731	00 000
08/05/2003 08/08/2003	BIKE SHOP	0000000056	CAMPING	220,020 6322 60	10049	10.00	10.00	EA 100.	.00 USD
Dispatched	VP1	1/1	Camping Equipment	Bicycle Small Co	Air Mattress, Doub				
08/05/2003 08/08/2003	BIKE SHOP	00000000056	CAMPING		10053	10.00	18.00	EA 180.	oo uso
Dispatched	VP1	2/1	Camping Equipment	Bicycle Small Co	Aluminum Pressure	Cooker			
08/12/2003 08/17/2003	BIKE SHOP	0000000058	HARDWARE		FRA-51	10.00	6,501.61	EA 65,016.	08 USD
Dispatched	CHRISBAKER	1/1	Hardware	Bicycle Small Co	Desktop 450Mhz				
08/12/2003 08/27/2003	BIKE SHOP	0000000058	HARDWARE		FRA=03	10.00	1,380.01	EA 13,800.	10 USD
Dispatched	CHRISBAKER	2/1	Hardware	Bicycle Small Co					
08/05/2003 08/08/2003		0000000057	CAMPING		10053	10.00	18.00	EA 180.	.00 USD
Dispatched	VP1	1/1	Camping Equipment	Bicycle Small Co	Aluminum Pressure (
08/05/2003 08/08/2003	CAMPER'S WAREHOUSE	0000000057	CAMPING		10056	10.00	1.00	EA 10.	.00 USD
Dispatched	VP1	2/1	Camping Equipment	Bicycle Small Co	Cookie's Chow Kit				
08/05/2003 08/08/2003	CAMPER'S WAREHOUSE VP1	3/1	CAMPING	Signala Small Co	10050	5.00	17.00	EA 85.	.00 USD
Dispatched	VPI	3/1	Camping Equipment	Bicycle Small Co	Alrhed, Queen				
Total for Information S	Services Department							90.596.18	USD
makel day or mani	with the second property commences							00 706 15	
TOTAL FOR GL DUSINGSS U	mit US005 FLORIDA OPERATIONS:							90,796.18	USD
Total for Business Unit	US001 NEW YORK OPERATIONS:							531,665,161.5	3 USD

End of Report



PORC 700 Receipt Accrual Report

Explanation:

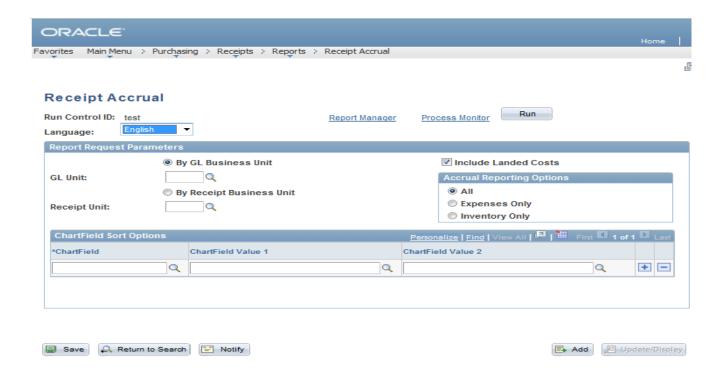
This report lists all received items (sorted by ChartFields) that have been posted but not fully invoiced. It can help with monitoring and maintaining monthly budgets.

You can run this report for inventory items, expense items, or both. It might also include landed costs.

At the Judiciary, Asset items are tracked in Magic and are not considered to be Inventory Items in GEARS. The only type of item that is tracked in GEARS is Forms.

Navigation:

Purchasing / Receipts / Reports / Receipt Accrual





Sample Report Output:

PeopleSoft Financials RECEIPT ACCRUAL REPORT Page 1 of 1 Report ID: PORC700 Receiving BU US001 Run Date 07/20/2006 GL BU US005 Currency Code USD Run Time 15:19:27 Vendor Id SCM0000001 Vendor Name BIKE SHOP PO Item ID/ Accrual Recv Receipt PO ID Exp PO Qty Accepted UOM Purchase Amount Year/Pd ID Line/Seg/Dist Date Line Description Item Not Invoiced Oty Amount 2003 5 0000000025 1 1 1 05/01/2003 0000000055 25.0000 25.0000 EA 375.00 375.00 Long Sleeve T-Shirt, Mens 2003 5 0000000023 1 05/01/2003 0000000054 100.0000 100.0000 2,000.00 2,000.00 Long Sleeve Biking Jersey 2003 5 0000000018 1 04/24/2003 0000000051 100.0000 100.0000 2,000.00 2,000.00 Long Sleeve Biking Jersey 2003 5 0000000019 1 04/24/2003 0000000052 1 10000 100.0000 100.0000 2,000.00 2,000.00 Long Sleeve Biking Jersey 2003 5 0000000020 1 04/24/2003 0000000053 50.0000 50.0000 EA 850.00 850.00 Long Sleeve T-Shirt, Wome VENDOR TOTAL NOT INVOICED 7,225.00 BU TOTAL NOT INVOICED 7,225.00 GL BU TOTAL NOT INVOICED 7,225.00

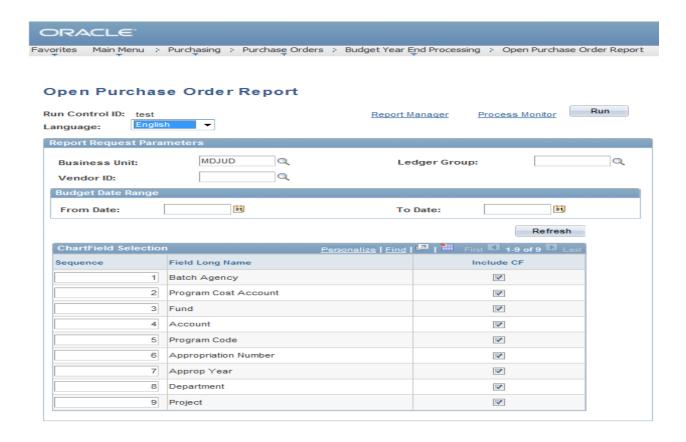


POROL 001 Open Purchase Order Report

Explanation: Review open purchase orders for the budget year-end process. The information for the purchase order distribution lines appear in

this report if their encumbrances still remain on the KK_LIQUIDATION table.

Navigation: Purchase Orders / Budget Year End Processing / Open Purchase Order Report





Sample Report Output:

Report ID: POROL001 PeopleSoft Purchasing Operator ID: VP1 Sun Control: a Budget Date: 03/01/2001 To:03/11/2005 PeopleSoft Purchasing OPEN PURCHASE ORDER REPORT - OPEN PO LOOKUP													
01	hase Order Line/So	: 05/01/2	001 Vend	or : SCM0000	001 NA	ME: BIKE			umb Base		BUYER:	Blake,Scott	Item Description
		1 1	1.00	0.00	15.00		0.00 USD		15.00		0.00		Long Sleeve T-Shirt, Mens
	Distrib Type Expense	GL BU US001	Account 212020	Alt Acct	Oper Unit	Fund	Department 51000	Program	Class	Bud Ref	Product	Project	_
	Ledger Group	GL BU US001	Account	Alt Acct	Oper Unit	Fund	Department	Program	Class	Bud Ref	Product	Project	_
		2 1	12.00	0.00	180.00		0.00 USD		180.00		0.00		Long Sleeve T-Shirt, Mens
	Distrib Type Expense	GL BU US001	Account 131000	Alt Acct	Oper Unit	Fund	Department 11000	Program	Class	Bud Ref	Product ALLPRD	Project	_
	Ledger Group	GL BU US001	Account	Alt Acct	Oper Unit	Fund	Department	Program	Class	Bud Ref	Product	Project	_
		1 1	1.00	0.00	30.00		0.00 USD		30.00		0.00		Switchback Mountain Biking Sho
	Distrib Type Expense	GL BU US001	Account 212020	Alt Acct	Oper Unit	Fund	Department 51000	Program	Class	Bud Ref	Product	Project	_
	Ledger Group	GL BU US001	Account	Alt Acct	Oper Unit	Fund	Department	Program	Class	Bud Ref	Product	Project	_
		2 1	15.00	0.00	450.00		0.00 USD		450.00		0.00		Switchback Mountain Biking Sho
	Distrib Type Expense	GL BU US001	Account 131000	Alt Acct	Oper Unit	Fund	Department 11000	Program	Class	Bud Ref	Product	Project	_
	Ledger Group	GL BU US001	Account	Alt Acct	Oper Unit	Fund	Department	Program	Class	Bud Ref	Product	Project	_
	2	3 1	2.00	0.00	60.00		0.00 USD		60.00		0.00	USD	Switchback Mountain Biking Sho
	Distrib Type Expense	GL BU US001	Account 131000	Alt Acct	Oper Unit	Fund	Department 11000	Program	Class	Bud Ref	Product	Project	_
	Ledger Group	GL BU US001	Account	Alt Acct	Oper Unit	Fund	Department	Program	Class	Bud Ref	Product	Project	_

	Report ID : Operator ID : Run Control :	POROL001 VP1 aas	PeopleSoft Purchasing OPEN PURCHASE ORDER REPORT - OPEN PO LOOKUP	Page : Run Date Run Time	30 03/11/2005 09:00:52
-		aas 03/01/2001 To:03/11/2005	OPEN PURCHASE ORDER REPORT - OPEN PO LOOKUP	Run Time	09:00:52

PO BU Purchase Order Line/Sch/Dist Orig Qty Qty Remain Orig Encumb Remain Currency Orig Encumb Base Encumb Remain Base Base Currency Item Description

US001 PURCHASE BUSINESS UNIT TOTAL

823,703.12 823,703.12

Report Total

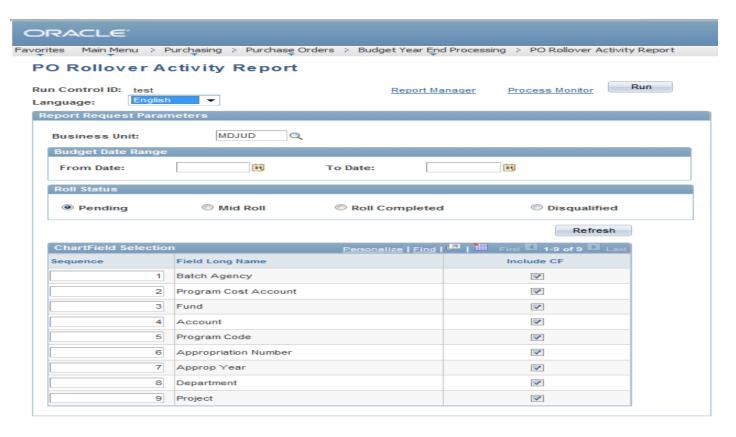


POROL 002 PO Rollover Report

Explanation: Use the PO Rollover Report to review the four different roll statuses (Pending, Mid Roll, Roll Completed, and Disqualified) of the

purchase orders during the budget year-end process.

Navigation: Purchasing / Purchase Orders / Budget Year End Processing / PO Rollover Activity





Sample Report Output:

Report ID: POROL002 PeopleSoft Purchasing

Operator ID: VP1 Run Control: SWD Roll Status: Rolled

PURCHASE ORDER ROLLOVER ACTIVITY REPORT

Run Date 04/18/2005 Run Time 08:35:56

PO BU Pu	rchase Order Line/So	ch/Dist O	rig Qty Qty F	lemain Origi	Encumb En	cumb Rer	main Currency	Orig Ena	umb Base	Encumb F	lemain Base	Base Currency	Item Description
US001	0000000172 DATE:	04/12/20	04 Vend	ior : SCM0000	001 NA	Œ BIKE-	001				BUYER:	Kenneth Schu	macher
	1	1 1	0.00	0.00	0.00		0.00 USD		0.00		0.00	USD	TEST
	<u>Distrib Type</u> Expense	GL BU US005	Account	Alt Acct	Oper Unit	Fund	Department	Program	Class	Bud Ref	Product	Project	_
	Ledger Group CC ORG	GL BU	Account 696500	Alt Acct	Oper Unit	Fund	Department	Program	Class	Bud Ref	Product	Project	_
US001	_	06/10/20	04 Vend	ior : SCM0000	001 NA	Œ BIKE-	001				BUYER:	Kenneth Schu	macher
	1	1 1	0.00	0.00	0.00		0.00 USD		0.00		0.00	USD	TEST ROLL
	Distrib Type Expense	GL_BU US005	Account	Alt Acct	Oper Unit	Fund	Department	Program	Class	Bud Ref	Product	Project	_
	Ledger Group DETAIL	GL BU	Account 696600	Alt Acct	Oper Unit	Fund	Department	Program	Class	Bud Ref	Product	Project	_

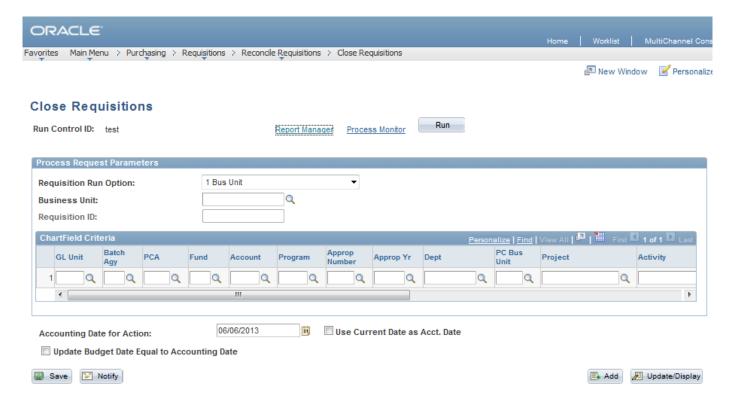


PORQ 009 Close Requisition Report

Explanation: This report provides information about requisitions that have been closed by the last run of the Close Requisition process

(PO_REQRCON).

Navigation: Purchasing / Requisitions / Reconcile Requisitions / Close Requisitions





Sample Report Output:

PeopleSoft

Report ID: PORQUO9 REQUISITION RECONCILIATION REPORT

Page No. 1 Run Date 07/28/2006 Run Time 15:50:36

Business Unit:US001

Req Id	Req Date	Req Status	Budget Status	Line	Line Status	Sched	Sched Status	Dist	Dist Status	Budget Ln Status
QA	07/28/2006	Approved	Valid	1	Approved	1	Approved	1	0pen	Valid
QA	07/28/2006	Approved	Valid	1	Approved	2	Closed	1	Complete	Valid
QA	07/28/2006	Approved	Valid	1	Approved	3	Approved	1	0pen	Valid
QA	07/28/2006	Approved	Valid	1	Approved	4	Closed	1	Complete	Valid
QA	07/28/2006	Approved	Valid	1	Approved	5	Approved	1	0pen	Valid

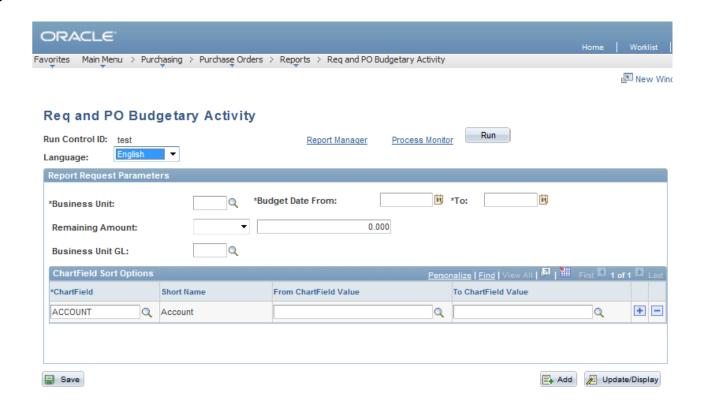
END-BUSINESS UNIT



POS 8002 Requisition Budgetary Activity Report

Explanation: This report provides budgetary amount information for requisitions according to report request parameters.

Navigation: Purchasing / Purchase Orders / Reports / Req and PO Budgetary Activity





Sample Report Output:

Report ID:POS8002

Business Unit: US001

PeopleSoft Purchasing REQUISITION BUDGETARY ACTIVITY REPORT

Budget Date From 2000-03-01 To 2005-03-11

Account: ALL

REO ID	Line/Sched/Dist	Original REO Amount	- Liquidated Amount	= Remaining Amou	nt PO Amount	Account
000000132 0000000132 0000000132 0000000139 0000000149	1/1/1 2/1/1 3/1/1 1/1/1 1/1/1	45.00 65.00 123.85 45.00 650.00	0.00 0.00 0.00 0.00	45.00 65.00 123.85 45.00 650.00	0.00 0.00 0.00 0.00	600020 600020 600020 631000
	Totals:	928.85	0.00	928.85	0.00	

Page No. 1 Run Date: 03/11/2005

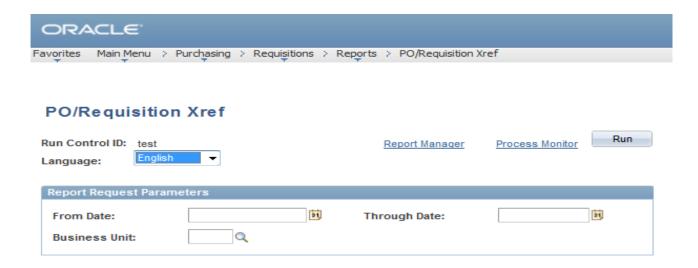
Run Time: 09:06:53



POY 1100 Req to PO Cross-Reference Report

Explanation: This report provides information about selected requisitions and the purchase orders that have been created from them.

Navigation: Purchasing / Requisitions / Reports / PO Requisition Xref





Sample Report Output:

POY1100 PeopleSoft Purchasing Page No. REQUISITION TO PO XREF REPORT 1/5/2005 Run Date 1:59:10 PM Run Control: **Run Time**

Business Unit: US001

	Requisition Lin/Sch/Dat Date Item ID									Purc	hase Order					
ID	Lin/Sch/	Dat	Date	Item ID	Description	Quantity	UOM	POID	Contract ID	Rel	Ship Date	Lin/S	ch/D	nt.	Quantity CUR	Price
0000000012	1 1	1	12/5/2002	10006	Supplex Shorts, Men's	200.00	EA	0000000048			4/26/2003	1	1	1	200.00 USD	20.00
0000000057	1 1	1	4/23/2003	MT2000	Professional Road Bike, Woman's	2.00	EA	0000000062			11/13/2000	5	1	1	2.00 USD	875.00
0000000058	1 1	1	4/23/2003	10005		15.00	EA	000000035	0000000000000000000000000000016	2	11/13/2000	2	2	1	15.00 USD	30.00
0000000061	1 1	1	4/23/2003	10000	Long Sleeve Biking Jersey, Men's	10.00	EA	0000000062			11/13/2000	1	1	1	10.00 USD	20.00
	2 1	1	4/23/2003	10003	Long Sleeve Biking Jersey, Women's	15.00	EA	0000000062			11/13/2000	2	1	1	15.00 USD	25.00
0000000062	1 1	1	4/23/2003	10000	Long Sleeve Biking Jersey, Men's	10.00	EA	0000000062			11/13/200X	1	2	1	10.00 USD	20.00
0000000063	1 1	1	4/23/2003	10007	Sidepocket Short's, Women's	15.00	EA	0000000062			11/13/2000	3	1	1	15.00 USD	20.00
	2 1	1	4/23/2003	10008	Switchback Mt. Biking Shorts, Women's	12.00	EA	0000000062			11/13/2000	4	1	1	12.00 USD	20.00
0000000064	2 1	1	4/23/2003	10005		2.00	EA	0000000035	000000000000000000000000000000000000000	2	11/14/2000	2	3	1	2.00 USD	30.00
0000000065	1 1	1	4/23/2003	10000	Long Sleeve Biking Jersey, Men's	12.00	EA	0000000062			11/14/2000	1	3	1	12.00 USD	20.00
	2 1	1	4/23/2003	10002	Long Sleeve T-Shirt, Mens	12.00	EA.	0000000035	0000000000000000000000016	1	11/14/2000	1	2	1	12.00 USD	15.00
	3 1	1	4/23/2003	10003	Long Sleeve Biking Jersey, Women's	12.00	EA	0000000062			11/14/2000	2	2	1	12.00 USD	25.00
0000000066	1 1	1	4/23/2003	10000	Long Sleeve Biking Jersey, Men's	10.00	EA	0000000062			11/14/2000	1	4	1	10.00 USD	20.00
0000000067	1 1	1	4/23/2003	10013	Vented Edipse Road Helmet	12.00	EA	0000000063			11/14/2000	1	1	1	12.00 USD	40.00
0000000069	1 1	1	4/23/2003	10000	Long Sleeve Biking Jersey, Men's	15.00	EA	0000000062			11/15/2000	1	5	1	15.00 USD	20.00
	2 1	1	4/23/2003	10013	Vented Edipse Road Helmet	10.00	EA	0000000063			11/15/2000	1	2	1	10.00 USD	40.00
0000000078	2 1	1	4/23/2003	10013	Vented Edipse Road Helmet	100.00	EA	0000000063			2/5/2002	1	3	1	100.00 USD	40.00

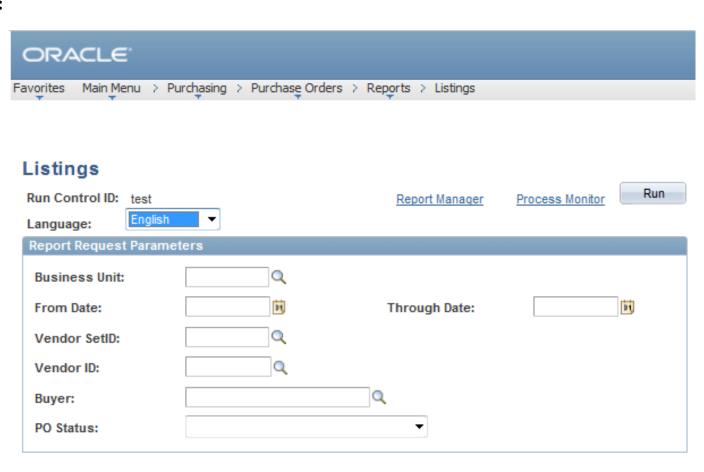
Page 1 of 2



POY 4011 PO Listing by Vendor

Explanation: This report provides purchase order information sorted by vendor.

Navigation: Purchasing / Purchase Orders / Reports / Listings





Sample Report Output:

 PO Dates Included:
 Thru:

 Vendor Setid:
 SHARE

 Vendor ID, Name:
 SCM0000001
 BIKE SHOP

				Change			Di	spatch					
BU	PO ID	Contract ID	Ref 0	Order	PO Date	Buyer	Act	Meth	PO Status	Hold	Rev	Currency	Amount
US001	0000000012	00000000000000000000000013	11	0	7/11/2000	Kenneth Schumacher	Y	PRN	Dispatched	N	Р	USD	133,878.39
US001	0000000014	00000000000000000000000013	16	0	7/29/2000	Kenneth Schumacher	Y	PRN	Dispatched	N	P	USD	1,598,850.00
US001	0000000022	00000000000000000000000013	17	0	7/30/2000	Kenneth Schumacher	Y	PRN	Dispatched	N	N	USD	24,412.50
US001	0000000033		0	0	8/15/2000	Kenneth Schumacher	Y	PRN	Dispatched	N	N	USD	1,025.00
US001	0000000034		0	0	8/15/2000	Kenneth Schumacher	Y	PRN	Dispatched	N	N	USD	1,025.00
US001	0000000035	000000000000000000000000000016	2	0	5/1/2001	Blake,Scott	Y	PRN	Approved	N	N	USD	735.00
US001	0000000037		0	0	1/8/2002	Chris Baker	Y	PRN	Dispatched	N	N	USD	31,000.00
US001	0000000039		0	0	1/8/2002	Kenneth Schumacher	Y	PRN	Dispatched	N	N	USD	10,250.00
US001	0000000043		0	0	3/17/2003	Kenneth Schumacher	Y	PRN	Dispatched	N	N	USD	600.00
US001	0000000044		0	0	3/17/2003	Kenneth Schumacher	Y	PRN	Dispatched	N	N	USD	510.00
US001	0000000045		0	0	3/17/2003	Kenneth Schumacher	Y	PRN	Dispatched	N	N	USD	1,250.00
US001	0000000046		0	0	3/17/2003	Kenneth Schumacher	Y	PRN	Dispatched	N	N	USD	400.00
US001	0000000048		0	0	4/10/2003	Kenneth Schumacher	Y	PRN	Approved	N	N	USD	4,000.00
US001	0000000049		0	0	4/23/2003	Kenneth Schumacher	Y	PRN	Dispatched	N	N	USD	2,000.00
US001	0000000050		0	0	4/24/2003	Kenneth Schumacher	Y	PRN	Approved	N	N	USD	200.00
US001	0000000051		0	0	4/24/2003	Kenneth Schumacher	Y	PRN	Dispatched	N	R	USD	2,000.00
US001	0000000052		0	0	4/24/2003	Kenneth Schumacher	Y	PRN	Dispatched	N	R	USD	2,000.00
US001	0000000053		0	0	4/24/2003	Kenneth Schumacher	Y	PRN	Dispatched	N	R	USD	850.00
US001	0000000054		0	0	5/1/2003	Kenneth Schumacher	Y	PRN	Dispatched	N	R	USD	2,000.00
US001	0000000055		0	0	5/1/2003	Kenneth Schumacher	Y	PRN	Dispatched	N	R	USD	375.00
US001	0000000056		0	0	8/5/2003	Kenneth Schumacher	Y	EDX	Dispatched	N	N	USD	280.00
US001	0000000058		0	0	8/12/2003	Chris Baker	Y	EDX	Dispatched	N	N	USD	78,816.18
US001	0000000082		0	0	9/12/2003	Kenneth Schumacher	Y	PRN	Approved	N	N	USD	5,305.00
US001	0000000091		0	0	11/4/2003	Patrick Sanchez	Y	PRN	Approved	N	N	USD	104,000.00

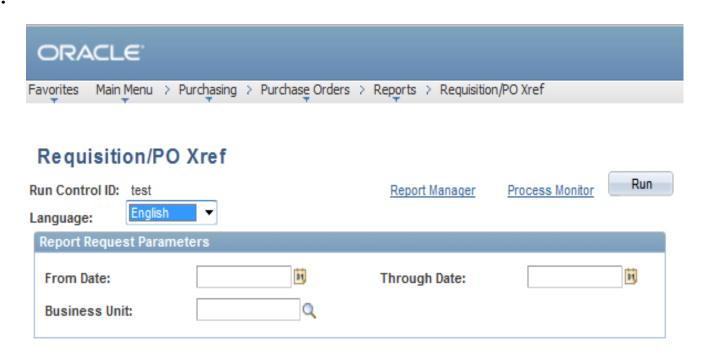
Page 1 of 2



POY 4100 PO to Requisition Cross-Reference

Explanation: This report provides a cross-reference between requisitions and the purchase orders created from those requisitions.

Navigation: Purchasing / Purchase Orders / Reports / Requisition Xref





Sample Report Output:

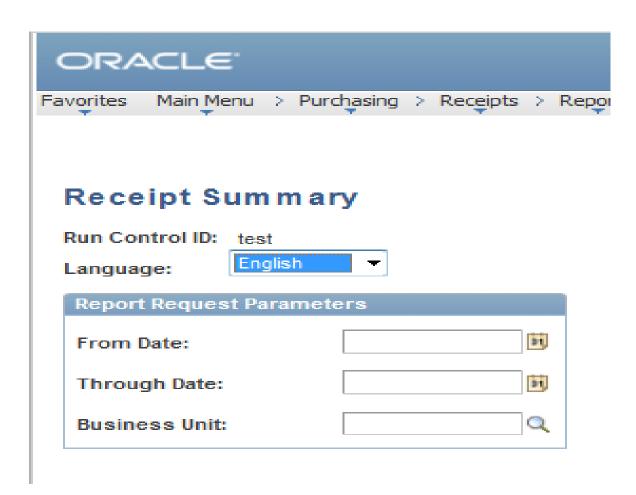
ORACI	Report ID: User ID: Run Control:	POY4100 don.wynn test		PC	PeopleSoft Purchasing O TO REQUISITION XREF RE	EPORT					F	Page No. Run Date Run Time	1 6/10/2013 3:10:48 PM
PO Dates Inci Business Uni		Thru: 1/1/2099											
Contract ID		Rel Vendor ID	Lin/Sch/Dst	Item ID	Description	Order Qty UON	Cur	Price	————		Requis		Quantity UOM
PO_ID:	000000031	PO Date:	4/17/2013		test item	50.00 EA	USD		0000000051	1	1	1	50.00 EA
PO_ID:	000000032	PO Date: 0000000002	4/17/2013 1 1 1	5015A	Confidential Envelopes 7 1/2 X 10	5.00 PK	USD	10.00	0000000231	1	1	1	5.00 PK
PO_ID:	000000115	PO Date: VNDR-0000	5/10/2013 1 1 1	225-00WATER01	Coolers, Drinking Water (Fountains, etc.)	7.00 EA	USD	125.00	0000000301	1	1	1	7.00 EA
PO_ID:	0000000116	PO Date: VNDR-0000	5/10/2013 1 1 1	915-00COMM00	Communications, General & Misc.	3.00 EA	USD	1,000.00	0000000302	1	1	1	3.00 EA
PO_ID:	0000000117	PO Date: VNDR-0000	5/10/2013 1 1 1	961-15CATER01	Concessions, Catering, Vending	6.00 EA	USD	350.00	0000000303	1	1	1	6.00 EA
PO_ID:	000000118	PO Date: VNDR-0000	5/10/2013 1 1 1	918-00CONSULT01	Consulting Services, Non-Technical	5.00 EA	USD	1,000.00	0000000304	1	1	1	5.00 EA
PO_ID:	0000000119	PO Date: VNDR-0000	5/10/2013 1 1 1	952-85SERVE00	Court (Human) Services, General	5.00 EA	USD	500.00	0000000305	1	1	1	5.00 EA
PO_ID:	000000120	PO Date: VNDR-0000	5/10/2013 1 1 1	525-00DOCS00	Document Management, General	10.00 EA	USD	250.00	0000000306	1	1	1	10.00 EA
PO_ID:	0000000121	PO Date: VNDR-0000	5/10/2013 1 1 1	990-00SAFE00	Emergency Related Services, General	5.00 EA	USD	500.00	0000000307	1	1	1	5.00 EA



POY 5001 Receiver Summary Report

Explanation: This report provides a summary listing of receipts within a specified date range.

Navigation: Purchasing / Receipts / Reports / Receipt Summary





Sample Report Output:

1/1/1900 1/1/2099 Receiver Dates Included: MDJUD Business Unit: Hold Hold Ship To Receiver ID Roy Date Vendor ID Rov Status Match Status Bill Of Lading Carrier ID Asset AOC-COPS 0000000018 4/17/2013 0000000002 Annapolis Office Supply To Match N Received 0000000019 4/23/2013 VNDR-0000 ACC TEST VENDOR Received Matched 0000000020 4/23/2013 VNDR-0000 ACC TEST VENDOR Matched Received 0000000021 6/10/2013 VNDR-0022 SCHOOL BUILDERS, INC. Received Matched 0000000022 6/10/2013 VNDR-0019 THOMSON REUTERS Mayed Matched 0000000023 6/10/2013 VNDR-0021 ORACLE Matched Mayed 0000000024 6/10/2013 VNDR-0016 TYLER SOLUTIONS Mayed Matched X FACTOR CONSULTING INC 0000000025 6/10/2013 VNDR-0004 Mayed To Match HANDYMAN ASSISTANT 0000000026 6/10/2013 VNDR-0013 Mayed Matched XYZ, INC 0000000027 6/10/2013 VNDR-0006 Mayed Matched 0000000028 6/10/2013 VNDR-0005 CHRIS COYIER DESIGN Moved Matched 0000000029 6/10/2013 VNDR-0012 BRICKHOUSE SECURITY Mayed Matched 0000000030 6/10/2013 VNDR-0007 EDWARD T. BURKE & ASSOCIATES, P.C. Moved Matched 0000000031 6/10/2013 VNDR-0011 IMAGINE TIME, INC. Mayed To Match 0000000032 6/10/2013 VNDR-0020 XTRACT OFFICE FURNITURE WAREHOUSE Moved Matched 0000000033 6/10/2013 VNDR-0010 Mayed To Match 0000000034 6/10/2013 VNDR-0014 BLOOMBERG BNA Mayed Matched 0000000035 6/10/2013 VNDR-0057 EDWARDS LIFE AND CASUALTY Moved 6/10/2013 VNDR-0015 RORTON INTERNATIONAL PTY LIMITED Matched

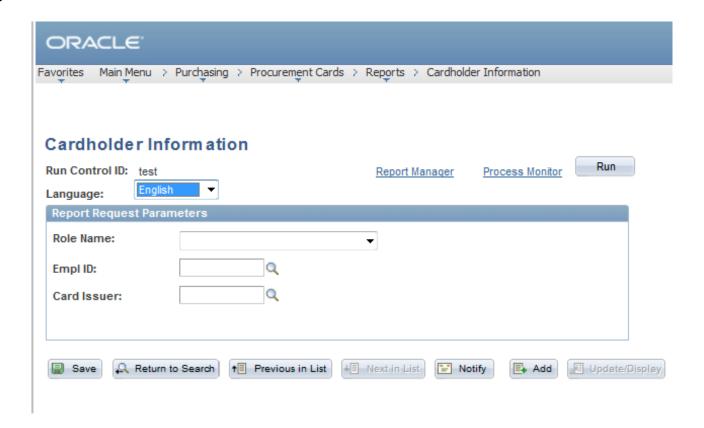


POY 8000 Cardholder Information Report

Explanation: This report provides information relating to each cardholder and the cardholder's assigned procurement card. The information

printed in the report includes card number, transaction and monthly limits, and authorized purchasing categories.

Navigation: Purchasing / Procurement Cards / Reports / Cardholder Information





Sample Report Output:

 Report ID:
 POY8000
 PeopleSoft Purchasing
 Page No.
 1

 User:
 Wynn, Don (don.wynn)
 CARDHOLDER INFORMATION REPORT
 Run Date
 6/10/2013

 Run Control:
 test
 Run Time
 3:29:21 PM

PTP_001,Jeff (100000001)

Card Issuer: USBNK, U.S. Bank

Card Number	Expire	GL Account	Max Credit Limit	Currency	Limit Per Month	Limit Per Transaction	Currency	Trans Per Month	Trans Per Day
*********4450 (Visa)	4/16/2020	0908	0.00	USD	0.00	0.00		0.00	0.00
Commodity Code Restrictions	Commo	odity Code C	Commodity Code Description		GL Account	Limit Amount	Limit	Per Transaction Cur	rency
						0.00		0.00	

PTP_003,PTP_003 (22222222)

Card Issuer: USBNK, U.S. Bank

Card Number	Expire	GL Account	Max Credit Limit	Currency	Limit Per Month	Limit Per Transaction	Currency	Trans Per Monti	n Tran	s Per Day
******5530 (Visa)	4/16/2020	0908	0.00	USD	0.00	0.00		0.00	5	0.00
Commodity Code Restrictions	Commo	odity Code	Commodity Code Description		GL Account	Limit Amount	Limit	Per Transaction Cu	rrency	
						0.00		0.00		

PTP_004,PTP_004 (333333333)

Card Issuer: USBNK, U.S. Bank

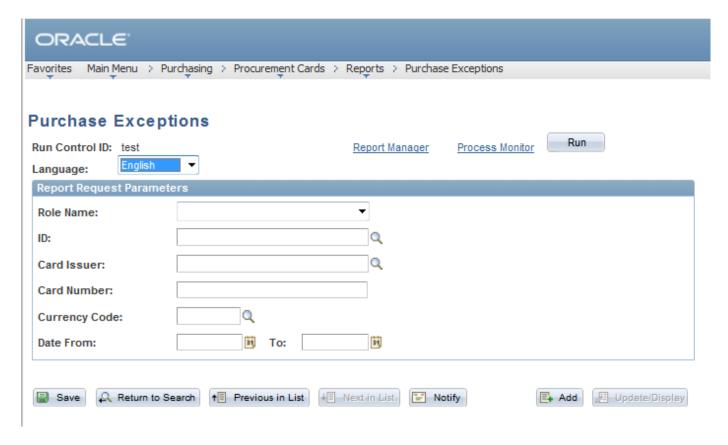
Card Number	Expire	GL Account	Max Credit Limit	Currency	Limit Per Month	Limit Per Transaction	Currency	Trans Per Month	Trans Per Day
***********8800 (Visa)	4/16/2020	0908	0.00	USD	0.00	0.00		0.00	0.00
Commodity Code Restrictions	Commo	odity Code	Commodity Code Description		GL Account	Limit Amount	Limit	Per Transaction Cur	rency
						0.00		0.00	



POY 8010 A Variety of P-Card Reports can be initiated from this Run Control

Explanation: This series of reports provide information about employee procurement card expenditure amount limits per transaction.

Navigation: Purchasing / Procurement Cards / Reports / Purchase Exceptions





Sample Report Output:

	Report ID:	POY8010	PeopleSoft Purchasing	Page No.	1
ORACLE.	User:		PURCHASE EXCEPTION - EXCEED LIMIT-PER-TRANSACTION	Run Date	6/10/2013
	Run Control:			Run Time	3:34:28 PM

From: To:

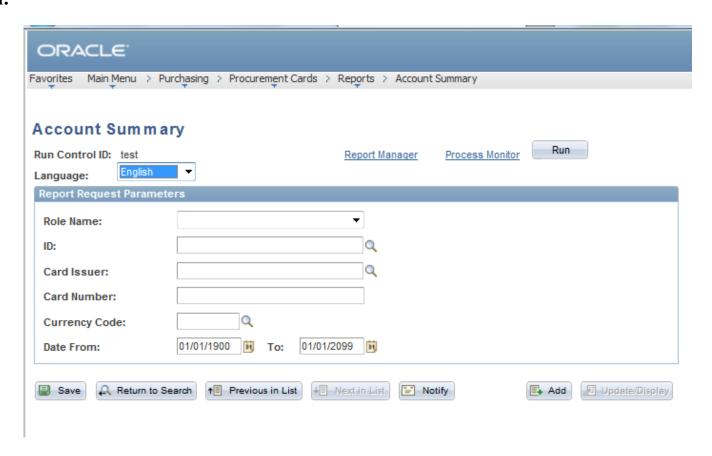
Card Issuer Card Number Expire Limit Per Trans Billing Amount Trans Number Trans Date Trans Amount



POY 8052 Purchase Summary by Employee

Explanation: This report provides a summary of all procurement card purchases sorted by employee.

Navigation: Purchasing / Procurement Cards / Reports / Account Summary





Sample Report Output:

Report ID: POY8052 PeopleSoft Purchasing Page No. 1

CRACLE User ID: PURCHASE SUMMARY BY EMPLOYEE Run Date 6/10/2013

Run Control: Run Time 3:32:54 PM

From:

To:

Billing Amount in:

Employee:

Merchant:

Card Issuer Card Number Transaction Nunber Merchant Reference Description Trans Date Post Date Billing Amount

Total for

Total for



Course Summary



Congratulations!

You have successfully completed the REP300-PO Reports course. In this course, you have learned how to:

• Generate and review various Purchasing Reports

We hope that you found this class informative, interactive, and fun. Check out other GEARS training courses, available on the GEARS website at http://courtnet/gears/index.html (http://courtnet/gears/index.html).

We are always looking for opportunities to improve our courses. If you have ideas on improving this course please share your feedback by sending us an email at gearstraining@mdcourts.gov (mailto:gears@mdcourts.gov).